



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**



Update



Formal Review

Date Submitted 10/30/13

SECTION I - Identification

Working Title: Occupational Health and Safety
Consultant

Job Code Number: 299116

Department: Transportation

Division & Bureau:

Human Resources

Office of Occupational Safety and Health

Job Code Title: Occupational Health and Safety
Consultant

Pay Band: 6

Work Address: 2701 Prospect Avenue
Helena, MT 59620

Position Number: 16006

Phone: (406) 444-6332

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Non-Union

Profile done by: Robert Virts
Occupational Health and Safety Bureau Chief
Office of Occupational Safety and Health

Work Phone: (406) 444-7673

Work Unit Mission Statement or Functional Description:

The Human Resources Division provides leadership for a comprehensive human resource program for over 2,200 employees of the Montana Department of Transportation, located in five districts across the State of Montana and in the Helena headquarters. Division responsibilities include attracting and retaining a talented and diverse group of employees with career advancement potential; creating an organizational culture that encourages growth and continuous learning opportunities; promoting a high level of professionalism, innovation, and productivity; creating a safe working environment for all agency employees; and developing policies, systems, and service strategies that contribute to the welfare of the agency and employees while being mindful of our responsibility to maintain confidentiality, be supportive, and provide a flexible atmosphere. The Division maintains a supportive, customer-service orientation and is responsive to the changing needs and expectations of the agency we serve.

The Workforce Planning Bureau manages recruitment and selection; soft-skill and career development training for employees; ongoing workforce development initiatives and succession planning programs. The Occupational Safety and Health Bureau administers the following programs: Occupational Safety and Health addressing compliance with standards, rules and guidelines applicable to general, construction and transportation industries and risk management. HR Operations manages the overall daily activities within the HR Division including but not limited to discipline, job classification, policy interpretation, labor relations, payroll liaison, HRIS administration and program administration (such as: FLSA, FMLA, Drug & Alcohol Testing).

Describe the Job's Overall Purpose:

This position provides professional development, implementation, and management of occupational safety and health, employee safety, and risk management programs for the agency at the Helena headquarters level. The position serves as the Helena headquarters expert on the implementation and administration of safety programs; interpretation of safety regulations; safety awareness; safety training, and safety compliance. The position is based in the Helena MDT Human Resources office. The position does not supervise others.

SECTION II - Major Duties or Responsibilities

% of Time

PROGRAM MANAGEMENT

Manage the activities of the Helena headquarters occupational safety and health programs. Design, develop, and recommend programs and maintain occupational safety and health compliance. Direct and identify proper work methods to managers, supervisors and staff. Examine alternatives, design, develop, and present safety training, review innovative and comprehensive solutions; and resolve program problems to meet departmental needs and comply with local, state, and federal safety regulations. Analyze, review, evaluate, and report program effectiveness. Formulate and recommend strategies for accident and injury prevention; safe work environment; protection for the general public; and reduction of costs associated with accidental losses, tort liability and compliance with federal, state, and local safety regulations. Develop, coordinate, and conduct safety meetings and professional safety training on accident and injury prevention, as well as on compliance procedures for agency managers, supervisors and staff. Identify, research, preview, and evaluate safety resource materials for agency managers to ensure work practices meet applicable requirements.

Occupational Safety and Health

70%

1) Promote planning approach to daily work activities:

- Discuss and demonstrate this process to supervisors and work crews;
- Assist in developing Job Safety Analysis for specific tasks performed by workers;
- Periodically participate in this activity at varying locations; and
- Review the use of this process by crews and track its effectiveness (from both a preventive and efficiency perspective).

2) Conduct work site reviews:

- Participate in project planning with management staff with a goal of identifying potential hazards and control methods;
- Observe work activity and apprise supervisor and/or workers of hazards when noticed; and
- Advise about appropriate personal protective equipment (PPE) selection and use when necessary.

3) Facility audits:

- Establish a schedule of formal safety and property loss management inspections to be conducted by the individual holding this position; and
- Train location personnel to perform self-inspections on a regular basis, and establish a schedule for completion of these inspections.

4) Accident investigation and analysis:

- Assist with the investigation of serious accidents and injuries when possible;
- Review every Report of Incident, First Report of Injury, and Supervisor's Investigation Report filed in each District; and

- Identify causal trends and preventive measures to be taken.
- 5) Safety committees:
 - Select the Incident Reports for the committees to review;
 - Serve as the primary source for scheduling, conducting, and facilitating the meetings; and
 - Participate as a subject matter expert in committee discussions.
 - 6) Emergency response:
 - Conduct Emergency Action Plan (EAP) drills;
 - Update Emergency Action Plan (EAP) when needed; and
 - Train Building Emergency Action Team (BEAT) members.
 - 7) Ergonomics:
 - Conduct workstation assessments for District personnel; and
 - Respond to employee physical complaints with a goal of identifying work modification to achieve relief from pain symptoms.
 - 8) Safety training:
 - Be a source of training expertise on safety subjects i.e. hazard communication, fall protection, respiratory protection, personal protective equipment (PPE) selection, lockout/tag out, confined space entry, etc. for individual or group training needs; and
 - Provide manager/supervisor training on behavioral safety concepts, development of a safety culture, accident investigation, and reporting procedures.
 - 9) Regulation consultant:
 - Research and interpret safety rules and regulations to help assure compliance within the District.
 - 10) Office of Occupational Safety & Health representative:
 - Work in conjunction with Helena headquarters personnel to support program initiatives and convey organizational message to local audience; and
 - Provide information and support to risk management and workers' compensation program coordinators.

Risk Management Coordinator

30%

- 1) Oversee and serve as risk management coordinator for the agency. Make recommendations to Occupational Safety and Health Bureau Chief on implementation of a risk management plan and risk awareness for the agency. This includes review analysis and trend analysis to develop innovative approaches. Serve in an advisory capacity to resolve problems with insurance coverage of agency assets and resources. Disseminate and collect insurance and risk management information needed to maintain and preserve the insurability and viability of agency assets. Review alternatives and make recommendations for risk management policies and administrative or legal action.
- 2) Monitor and analyze agency vehicle and general liability insurance programs provided through the Department of Administration Risk Management Tort Defense Division. Provide guidance on accident reporting requirements to agency managers, supervisors and staff. Provide accurate details of accidents. Ensure quality service and accurate and timely compliance.

- 3) Ensure accurate source data collections for agency insurers by providing accurate and current information on property (employee fidelity bond, burglary/theft, owned or leased vehicle, watercraft, aviation, commercial property, boiler and machinery, fine arts, inland marine, general liability for contractors, and notary bonds.)
- 4) Ensure safe working conditions for all employees by encouraging employees and managers to consider risks and implement procedures to prevent or mitigate loss. Develop guidelines and information for identifying, eliminating, and controlling risks. Identify serious risks and report to management with recommendations to alleviate the risk.
- 5) Serve as agency contact for private citizens wishing to file damage claims against State of Montana related to MDT projects and activities. Provide instruction on claim filing procedures, assist RMTD claim adjusters with obtaining information necessary to determine claim liability, review claim report documents for completeness and accuracy, and maintain claim database for research purposes.
- 6) Review all Reports of Incident and enter data from reports into agency database.
- 7) Prepare reports for Occupational Safety and Health Bureau Chief, department managers and safety committee members identifying accident trends and problematic categories.

The following duties and/or specific tasks listed under section II above are considered “essential functions” because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

Program management and safety compliance are considered essential functions because they require specialized expertise and are the reason the position exists. The mental and physical demands associated with these essential functions are:

- Occasional travel by automobile in a large geographical area
- Remaining seated for extended periods of time
- Walking; bending; stooping; climbing; standing; crawling
- Occasional entrance into confined spaces
- Occasional exposure to hazardous materials or substances; fumes; dusts; extreme temperatures; unpleasant odors, sights, or sounds
- Operating a personal computer
- Communicate in writing, in person and over the phone
- Ability to multi-task
- Making decisions in a timely manner
- Demand for accuracy in all aspects of work
- Ability to meet deadlines
- Comparing data
- Compiling, analyzing, coordinating, integrating, and synthesizing information
- Negotiation skills
- Persuasion skills
- Ability to interpret regulatory information and develop practical methods for implementation
- Ability to problem-solve and apply effective solutions

Does this position supervise others?

☐ Yes ☒ No

Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE

Public Safety/Laws — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety operations for the protection of people and property. Knowledge of laws, precedents, and government regulations, including extensive knowledge of federal, state, and local safety regulations; insurance principles/concepts, and accident and injury investigation techniques.

Education and Training — Knowledge of principles and methods for curriculum and training design for adult learners, teaching and instruction for individuals and groups, and training evaluation.

Mathematics — Knowledge of arithmetic, statistics, and their applications.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

SKILLS

Writing/Reading Comprehension — Effective written communication and reading comprehension skills.

Communication — Effective speaking and active listening skills.

Judgment and Decision Making — Effective judgment and decision-making skills.

Problem Solving — Effective problem solving skills.

Mathematics — Effective mathematics skills.

Active Learning — Effective skills in learning new information and understand the applicability to both current and future problem solving and decision-making.

Social Perceptiveness — Effective interpersonal skills.

Computer Hardware and Software — Word-processing, spreadsheets, and presentation design skills.

Deductive Reasoning — Apply general rules to specific problems to produce answers that make sense.

Inductive Reasoning — Combine pieces of information to form general rules or conclusions, including finding a relationship among seemingly unrelated events.

Behaviors required to perform these duties?

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study: Occupational Safety and Health, Industrial Hygiene, Industrial Psychology, Occupational Therapy, Environmental Health, Industrial Technology, or a closely related field. Coursework in Occupational Therapy and/or Public Health Education would be helpful; and additional coursework in Risk Management and/or loss control is desirable.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 to 4 years |
| <input checked="" type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience: Requires a minimum of two (2) years of directly related experience interpreting federal and other safety regulations and guidelines, compliance, insurance, risk management, workers' compensation laws/claims, hazardous materials, adult training, or closely related experience (e.g. ergonomic assessments, accident investigation, etc.).

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

SECTION IV – Other Important Job Information

☒ Valid driver's license

SECTION V – Signatures

Employee:

Name: _____

Title: _____

Signature: _____

Date: _____

Immediate Supervisor:

Name: Robert Virts _____

Title: Occupational Health and Safety Bureau Chief

Signature: _____

Date: _____

Division/District Administrator:

Name: _____

Title: Human Resources Administrator _____

Signature: _____

Date: _____
